

**Call for Proposals from NGOs**

**BBCFP146307**

1. **BACKGROUND**

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

This Call for Proposals (CFP) is specifically related to the UNDP **Project Number: 00123958 Grenada Spotlight Initiative** - The Spotlight Initiative in Grenada is designed to implement a comprehensive national programme to end family violence (FV) and all forms of Violence Against Women and Girls (VAWG) in partnership with government, academia, UN agencies and Civil Society Organizations.

1. **OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES**

The objective of this Call for Proposals is to identify **one or more experienced Civil Society Organization(s) (CSOs)** to submit proposals to implement activities under the Grenada Spotlight Initiative.

* **Proposal 1** will cover **a)** Pillar 1: Raise public awareness to enhance the implementation of the Gender Equality Policy and Action Plan (GEPAP) and **b)** Pillar 6: implement strategic plan and capacity development for CSOs.
* **Proposal 2** will cover **c)** Pillar 5: implement community-based advocacy plans using prevalence and other data for public education on VAW/G and FV, with a focus on intimate partner violence (IPV) and child sexual abuse.

1. **Objective(s) to be defined**

Detailed objective and related outputs and deliverables are provided in the Terms of Reference – **Annex I**

*Final Beneficiaries*

Eligible proposals will be those focused on women, girls, men and boysand targeting women and girls as the direct and final beneficiaries.

1. **ELIGIBILITY & QUALIFICATION CRITERIA**

The parameters that will determine whether a NGO is eligible to be considered by UNDP will be based on the NGO Request for Information (RFI) template. NGOs who already submitted the information requested in the RFI do not have to resubmit it.

Request for Information template – **Annex II**

1. **PROPOSAL**

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO’s response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation plan that includes timeframes and measures of quality assurance.

Management Structure and Resource (Key Personnel) – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

Budget

**Example of Cost Breakdown by Cost Component:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate** |
| **I. Personnel Services** |  |  |  |  |
| 1. Services from Home Office |  |  |  |  |
| a.  Expertise 1 |  |  |  |  |
| b.  Expertise 2 |  |  |  |  |
| 2. Services from Field Offices |  |  |  |  |
| a .  Expertise 1 |  |  |  |  |
| b.  Expertise 2 |  |  |  |  |
| 3.  Services from Overseas |  |  |  |  |
| a.  Expertise 1 |  |  |  |  |
| b.  Expertise 2 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
| 1.  Travel Costs |  |  |  |  |
| 2.  Daily Allowance |  |  |  |  |
| 3.  Communications |  |  |  |  |
| 4.  Reproduction |  |  |  |  |
| 5.  Equipment Lease |  |  |  |  |
| 6.  Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

1. **EVALUATION CRITERIA & METHODOLOGY**

1. **Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)**

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the CSO/ NGO proposed approach and methodology. CSO have to provide their best technical proposal and financial breakdown (within the budget) in one single envelope (clearly stating proposed overheads). Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. CSOs/ NGOs exceeding the established fixed budget in their financial proposals will be rejected

|  |  |  |  |
| --- | --- | --- | --- |
| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable |
|
| 1. | NGO Eligibility and qualifications (please see Annex I for more details) | 30% | 300 |
| 2. | Proposed Methodology, Approach and Implementation Plan (each proposal should not exceed 5 pages) | 40% | 400 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
|  | Total | | 1000 |

Detailed sub-criteria are provide in Annex 1

Proposals have to translate community needs into implementable activities by the NGOs/CSOs. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

1. **Budget size and duration**

* For Proposal 1: Proposal 1 will cover Pillar 1 and Pillar 6 as explained in Annex I (ToRs) of this CFP, the budget for this proposal should not exceed $21,00 USD.
* For Proposal 2: Proposal 2 will cover Pillar 5 as explained in Annex I (ToRs) of this CFP, the budget for this proposal should range from a minimum of USD $30,000 USD to a maximum of $40,000 USD.

The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities. In principle, project duration will not exceed 4 months (August-December).

1. **SELECTION PROCESS:**

The UNDP will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Responsible Party Agreement (RPA) signature with the recommended CSO per Proposal

1. **SUBMISSION PROCESS**

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals in one email to:

* [procurement.bb@undp.org](mailto:procurement.bb@undp.org)
* **Number of copies: 1 per proposal**

The following documents must be submitted in order for the submission to be considered:

1) Proposal Template

2) Project Synopsis

3) Documentation requested in the Request for Information (RFI)

5) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

Submission Deadline

Proposals, with supporting documents, should be submitted by **5pm AST** Time on **22nd July 2021**.

Potential applicants should refer to the “Frequent Asked Questions” posted in UNDP’s website.

For additional questions about the Call for Proposals Guidelines or application forms, please e-mail [**procurement.bb@undp.org**](mailto:procurement.bb@undp.org)

*Note; UNDP reserves the right not to fund any proposals arising from this Call for Proposals*

**Estimate Competition Timeline**

Below is an estimated timeline for this Call for Proposals.

*[8th July 2021]:* Call for Proposal opens and relevant documents are posted online.

*[22nd July 2021]:* Deadline for organizations to submit proposals under this Call.

*[by 6th August 2021]:* Assessment and selection processes will take place.

*[by 13th August 2021]:* Selected applicants will be notified.

**IMPORTANT ADDITIONAL INFORMATION**

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See <http://www.undp.org/content/dam/undp/library/corporate/Transparency/UNDP_Anti_Fraud_Policy_English_FINAL_june_2011.pdf> and <http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/> for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

\* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;

\* Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or

\* Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP’s confirmation on whether or not such conflict exists.

**Annex I**

**Terms of References**

1. **Background**

The European Union and the United Nations have launched the Spotlight Initiative (SI), a multi-year program aimed at addressing all forms of violence against women and girls (VAWG), and harmful practices globally. The SI follows a transformative and evidence-based approach, addressing unequal power relations between men and women and focusing on gender equality and women’s empowerment, as well as ending impunity for VAWG. In line with the principles of the 2030 Agenda for Sustainable Development, this initiative follows a human rights-based approach and takes into consideration the specific needs of women and girls who experience multiple and intersecting forms of discrimination based on gender, inter alia, race, sexuality, disability and class, etc., and uphold the principle of “leaving no one behind.”

The Government of Grenada, Carriacou and Petite Martinique, and Civil Society have made a number of systematic advances in legislation and policy frameworks and national action plans, as well as programmatic efforts to address gender inequality, and women and girls’ human rights. Despite these advances, VAWG continues to be a pervasive problem throughout the country. The Spotlight Initiative in Grenada is designed to focus attention, coordinate human effort, and strategically apply resources to the implementation of a well-conceived comprehensive national programme to end family violence (FV) and all forms of VAWG. The programme was developed in broad consultation with Government and Civil Society, and an integrated Technical Team from ILO, UNICEF, UNDP, UNFPA, UN Women and PAHO/WHO.

The programme is built on the six said pillars which are:

1. **Pillar 1:** Legislation and Policy Frameworks.

2**. Pillar 2**: Strengthening Institutions.

3. **Pilar 3:** Prevention and Social Norms.

4. **Pillar 4:** Delivery of High-Quality Essential Services.

5. **Pillar 5:** Data Availability and Capacities.

6. **Pillar 6:** Supporting the Women’s Movement.

The programme also builds on lessons learned from former and existing programmes with its partners, including CSOs, development agencies such as UN agencies, EU and others to address bottlenecks hindering progress and to build on successes to ensure a successful and sustainable country programme achieving visible gains to end VAWG, including family violence in the country.

UNDP Multi-Country Office for Barbados and the Eastern Caribbean is seeking to partner with two (2) Civil Society partners to implement activities under Pillar 1, Pillar 5 and Pillar 6 of the Spotlight Initiative.

Below is a classification of the deliverables requested for each proposal:

1. **Expected Outputs/Deliverables, Timelines and Results Framework**

**Proposal 1 covering Pillar 1 and Pillar 6:**

1. **Expected Outputs/Deliverables:**

Once the contract is signed with the selected CSO, the below deliverables will be expected:

* Deliverable 1: Workplan detailing activities, timeline, focal points and targets. The plan should be divided by Pillar.
* Deliverable 2: Submit an Advocacy Plan in consultation with government and UN partners to complement and enhance implementation of the Gender Equality Policy and Action Plan (GEPAP). This deliverable will include working closely with The Division of Gender and Family Affairs (DGFA) within the Ministry of Social Development, Housing & Community Empowerment (MoSDHCE).
* Deliverable 3: Report on the implementation of 3 events gathering stakeholders in Grenada, Carriacou and Petite Martinique to advocate for the GEPAP. Additionally, these events would also aim at networking with gender equality and social justice organizations nationally and connect with similar organisations in other Caribbean Spotlight countries for joint strategies, sharing lessons and good practices.
* Deliverable 4: Final report on activities, lessons learned, best practices and recommendations (maximum 4 pages).

1. **Timeline:**

The duration of this ToRs is 4 months; the Responsible Party is expected to commence the work in August 2021 till December 2021.

|  |  |  |
| --- | --- | --- |
| **Output/Deliverable** | **Timeline** | **Payment** |
| 1. Workplan detailing activities, timeline, focal points, and targets. (1 week) | 1 week from start date. | 20% |
| 1. Submit an Advocacy Plan in consultation with government and UN partners to complement and enhance implementation of the Gender Equality Policy and Action Plan (GEPAP). | 1. month from start date. | 30% |
| 1. Implementation of 3-4 events with local and regional organizations working on Gender Equality and VAWG and to advocate for the GEPAP. | 3 months from start date | 20% |
| 1. Final report on activities, lessons learned, best practices and recommendations (maximum 4 pages). | 4 months from start date. | 30% |

1. **Results Framework:**

UNDP is implementing activities under Pillar 1 and Pillar 6. For the purpose of this partnership, below is the Results Framework detailing expected results at programme level, which the selected partner will be responsible to implement its components.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Output** | **Activity** | **Indicator** | **Means of verification** | **Targets** |
| **Pillar/Outcome 1:** Legislative and policy frameworks, based on evidence and in line with international human rights standards, on all forms of violence against women and girls and harmful practices are in place and translated into plans | | | | |
| Output 1.2 National and/or sub-national partners[[1]](#footnote-2) are better able to develop evidence-based national and/or sub-national action plans on ending VAWG in line with international HR standards with M&E frameworks, increase financing and allocate appropriate budgets for their implementation, including for those groups facing intersecting and multiple forms of discrimination | **Activity 1.2.1:** Draft and cost a revised GEPAP action plan based on recent view of normative frameworks with government and non-governmental partners plan in the context of Beijing +25 Report, Montevideo Strategy Report and alignment to the National Sustainable Development Plan 2020-2035 (being developed), including disaster management and the inter-ministerial gender coordination mechanism. | **Indicator 1.2.1** Number of evidence-based national and/or sub-national action plans on ending VAWG developed that respond to the rights of groups facing intersecting and multiple forms of discrimination with M&E frameworks and proposed budgets within the last year | Final Reports | TBC |
| **Pillar/Outcome 6:** Women's rights groups, autonomous social movements and relevant CSOs, including those representing youth and groups facing multiple and intersecting forms of discrimination/marginalization, more effectively influence and advance progress on GEWE and ending VAWG | | | | |
| **Output 6.1** Women's rights groups and relevant CSOs,[[2]](#footnote-3) have increased opportunities and support to share knowledge, network, partner and jointly advocate for GEWE and ending VAWG, more specifically, with relevant stakeholders at sub-national, national, regional and global levels | **Activity 6.1.4** Women's movement and civil society organisations in Grenada, Carriacou and Petite Martinique and develop and implement a strategic plan to build their capacity to act locally and nationally, network with gender equality and social justice organizations nationally and connect with similar organisations in other Caribbean spotlight countries for joint strategies, sharing lessons and good practices. | **Indicator 6.1.4** Number of women's rights groups, networks and relevant CSOs with strengthened capacities to network, partner and jointly advocate for progress on ending VAWG at local, national, regional and global levels, within the last year | Final Reports | 2 CSOs |

**Proposal 2 covering Pillar 5:**

Once the contract is signed with the selected CSO, the below deliverables will be expected:

1. **Expected Outputs/Deliverables:**

* Deliverable 1: Workplan detailing activities, timeline, focal points and targets.
* Deliverable 2: Report on at least 3 coordination meetings with the support of UNDP:
  + The Division of Gender and Family Affairs (DGFA) within the Ministry of Social Development, Housing & Community Empowerment (MoSDHCE).
  + The Central Statistical Office Grenada.
  + Other stakeholders may be identified as guided by UNDP team.
* Deliverable 3: Spotlight Initiative Community-based Advocacy Implementation Plan including:
  + Themes covered (VAW/G, FV, IPV and child abuse).
  + Geographical locations/communities targeted.
  + Selected data to be used and the key messages to be shared with the public.
  + Number of target groups and outreach strategy (should be disaggregated by age, gender and geographical area). This will be done based on an analysis of gaps in knowledge to identify best messaging approaches.
  + Feedback/evaluation mechanisms (how will the plan measure effectiveness and assess progress).
* Deliverable 4: Report on the implementation of the Community-based Advocacy Implementation Plan. This includes written and audiovisual documentation on the below:
  + At least 4-5 community-based events/meetings to raise awareness on VAW/G, FV and IPV as well as ensuring the visibility of efforts under the Spotlight Initiatives.
  + 1 event/meeting targeting policy makers, in collaboration with MoSDHCE and the Central Statistical Office and UN partners.
  + 1-2 networking event that aims to strengthen networking and collaboration between women’ rights groups, women’s rights organizations, civil society organizations and other stakeholders working on VAW/G.
* Deliverable 5: Final report on activities, lessons learned, best practices and recommendations (maximum 4 pages).

1. **Timeline:**

The duration of this ToRs is 4 months; the Responsible Party is expected to commence the work in August 2021 till December 2021.

|  |  |  |
| --- | --- | --- |
| **Output/Deliverable** | **Timeline** | **Payment** |
| 1. Workplan detailing activities, timeline, focal points and targets. (1 week) | 1 week from start date. | 20% |
| 1. At least 2-3 coordination meetings with the support of UNDP. (2-3 weeks) | 1 month from start date. | 30% |
| 1. Spotlight Initiative Community-based Advocacy Implementation Plan including. (1 month) | 1 month from start date. | 20% |
| 1. Implementation of the Community-based Advocacy Implementation Plan (2 months) | 3 months from start date | 30% |
| 1. Final report on activities, lessons learned, best practices and recommendations (maximum 4 pages). | 4 months from start date. | 20% |

1. **Results Framework:**

UNDP is the lead agency on Pillar 5. For the purpose of this partnership, below is the Results Framework detailing expected results at programme level, which the selected partner will be responsible to implement its components.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Output** | **Activity** | **Indicator** | **Means of verification** | **Targets** |
| **Pillar/Outcome 5:** Quality, disaggregated and globally comparable data on different forms of violence against women and harmful practices, collected, analysed and used in line with international standards to inform laws, policies and programmes. | | | | |
| **Output 5.2:** Quality prevalence and/or incidence data on VAWG, including DV/IPV, is analysed and made publicly available for the monitoring and reporting of the SDG target 5.2 indicators to inform evidence-based decision making | **Activity 5.2.1:** Implementation of community -based advocacy plans using prevalence and other data for public education on VAWG related family violence, with a focus on intimate partner violence and child sexual abuse. | **Indicator 5.2.1:** Number of knowledge products developed and disseminated to the relevant stakeholders to inform evidence-based decision making | Data disseminated. | 2-3 prevalence data reports disseminated |

1. **Eligibility**

**I. Years of experience (Civil Society Organization):**

* 5 years of relevant work experience working on gender and EVAW/FV related activities/projects.

**II. Competencies of the Project Team:**

* Advanced university degree in Social Sciences, Gender Studies, Development Studies, Human Rights, Sociology or related field. Bachelors’ degree with two additional years of relevant work experience will be considered.
* Experience in events management with multi-stakeholder participation;
* Practical experience in organization management, strategic planning of associations and public organizations at the national and/or regional level;
* Working experience in Grenada is an asset.

1. Key government/national decision makers (Heads of State, Finance Ministers, Ministries of Justice and Police, Security Ministers and relevant planning institutions) including women’s rights advocates [↑](#footnote-ref-2)
2. Including those representing youth and groups facing multiple and intersecting forms of discrimination/marginalization [↑](#footnote-ref-3)